

Ornament Criteria for Small Indoor Trees



Handmade Ornament Campaign

Montana artists—all ages and skills—are invited to create ornaments that depict our theme “Sharing Montana’s Treasures”. To help ensure that your ornaments will be used on the 2008 Capitol Christmas Tree, please carefully read through ...

1. The design criteria,
2. A few guidelines, and
3. The process for “registering” and shipping your ornaments.

1. Design Criteria: The 750 ornaments made for the indoor companion trees must be...

- 🌲 4 - 6 inches in size, reflecting the theme “Sharing Montana’s Treasures”.
- 🌲 Ornaments must have a traditional Christmas tree wire hanger securely attached.
- 🌲 Ornaments should be made of materials that will withstand mailing and shipping.
- 🌲 These ornaments will be viewed close up. Quality and detail are important. Use of recycled construction materials is encouraged, to minimize the environmental impacts and encourage creative recycling.

2. Guidelines for our Ornament Makers...

- 🌲 Ornaments cannot reflect a religious or political theme.
- 🌲 No guarantees... Ornaments can’t be returned, there is no guarantee which ornaments will be used by the Capitol Architect or office managers who receive the companion trees, and ornaments may only be used for one year, so while they should be beautiful and thoughtfully created, valuable artwork is not appropriate.
- 🌲 **May 1st, 2008**—Delivery of ornaments made by **school students**;
September 30, 2008—Date for ornaments made by **other youth & adult organizations**.
- 🌲 All ornaments should be shipped to the Bitterroot National Forest—see shipping info on next page.

Check out the reverse side of this handout for the process to follow to ensure your ornaments arrive on time and to the correct location



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3. Ornament Contribution Process.

We want to be aware of all of the efforts to create ornaments, to ensure your hard work is included in the shipment to D.C. Here's the process we'd like you to follow...

- Contact our "Indoor" ornament coordinator: **Nan Christianson, Bitterroot National Forest, 363-7113** or nchristianson@fs.fed.us as soon as possible, and let her know approximately how many ornaments we should expect from your group.
- Create your ornament(s) following the design criteria on the front side of this paper.
- Optional*—send digital photos of your group making ornaments, and of a few of your finished products for posting on our www.capitolchristmastree2008.org website. (Website operational on Dec 1, 2007)

! NOTE: Only the youth (age 5–19) makers of ornaments intended for the Capitol Christmas Tree—the outdoor tree—are eligible to enter the drawing for a chance to win a free trip to the Capitol Christmas Tree 2008 Lighting Ceremony.

Instructions for Shipping Ornaments

- √ Ornaments must be received by **May 1st from schools**, and by **September 30, 2008 from other youth and adult organizations**. It would be a tremendous help to us if you can ship your creations as soon as they are complete. We'll look them over, take a few more pictures, repackage them for the trip to DC & carefully store them until they are loaded on the truck.
- √ **Call us before you ship** - we are looking for a state-wide sponsor to help cover shipping costs!
- √ Complete and include the Ornament Sponsors' Sheet in your ornament shipment.
- √ Include, if you wish, a digital photo of your group or class.
- √ Carefully pack all ornaments for shipping.
- √ Ornaments should be shipped to:

Bitterroot National Forest
Attention CCT08 Ornament Coordinator
1801 North 1st Street
Hamilton, MT 59840.

Thanks, in advance. We can't wait to see the results of your creative efforts!

